

No.22011/9/98-Estt(D)

Government of India

Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)

North Block, New Delhi 110001
September 8, 1998

OFFICE MEMORANDUM

Subject: - Procedure to be observed by the Departmental Promotion Committees (DPCs) - MODEL CALENDAR FOR DPCs and related matters -

The undersigned is directed to invite reference to the Department of Personnel and Training Office Memorandum No.22011/5/86-Estt(D) dated April 10, 1989 containing consolidated instructions on DPCs. These instructions *inter-alia* provide that the DPCs should be convened at regular intervals (by laying down a time-schedule for this purpose) to draw panels which could be utilised for making promotions against the vacancies occurring during the course of a year. This enjoins upon the concerned authorities to initiate action to fill up the existing as well as anticipated vacancies well in advance of the expiry of the previous panel by collecting relevant documents like seniority list, Annual Confidential Reports (ACRs), integrity certificates, etc for placing before the DPCs. The instructions further provide that the DPCs should consider ACRs for equal number of years in respect of all officers considered for promotion. The DPCs should assess the suitability of the officers for promotion on the basis of their service records and with particular reference to the ACRs for five preceding years. However, in cases where the required qualifying service is more than five years, the DPCs should see the records with particular reference to the ACRs for the years equal to the required qualifying service. Instructions further provide that no proposal for holding a DPC or Selection Committee should be sent to the UPSC until and unless all the ACRs, complete and up-to-date, are available.

2. The importance of keeping the ACR dossiers up-to-date and of timely convening of DPCs cannot be over-emphasised. Instances have, however, come to the notice of the of the Department of Personnel and Training where the DPCs could not be held in time owing to non-availability of complete ACR dossiers of the officers in the zone of consideration and also for lack of prompt administrative action. This invariably delays promotions resulting in considerable frustration among the officials, thereby adversely affecting their morale and overall productivity. As such, some remedial action in this regard has become essential.

3.1 Keeping the aforesaid objective in view, it has been considered imperative to provide for a time-schedule, for convening DPCs not only in time but in sufficient advance also so as to utilise the prepared panel as and when the vacancies arise during the course of the vacancy year. For practical reasons, it is also considered desirable to have separate time-schedules for cases requiring approval of the Appointments Committee of the Cabinet and cases which do not require such approval. Accordingly, in order to complete all required action, including the approval of the competent authority, well in time (before the commencement of the panel or vacancy year), the administrative action for convening DPCs, in the cases requiring approval of the ACC (ACC cases), could, as such, be initiated at least eight and a half months before the commencement of the vacancy year and, similarly, DPCs in such cases could be held at least four months before the commencement of the vacancy year. This means that there would be a clear period of the first three and a half months of the year immediately preceding the vacancy/panel year available for completion of the ACRs etc., followed by another four and a half months' time for holding of DPCs. The next one month could be devoted to the post-DPC follow-up administrative action by the administrative Ministry/ Department. The final three months' period prior to the commencement of the vacancy year could be left for approval of the Competent Authority (the ACC).

3.2 In relation to the cases which do not require approval of the ACC (non-ACC cases), the aforesaid time-schedule could follow a different pattern in regard to various activities as discussed above. This is considered desirable to give sufficient time to the UPSC for holding DPCs in such cases. Accordingly, the administrative action for

convening DPCs in such cases could be initiated at least eight months before the commencement of the vacancy year and, similarly, DPCs could be held at least two months before the commencement of the vacancy year. This means that there would clearly be the first four months of the year immediately preceding the vacancy/panel year available for completion of ACRs, etc., followed by another six months' time for holding of DPCs. The final two months could, as such, be devoted to the post-DPC follow-up administrative action, including approval of the Competent Authority. The aforesaid time-schedule, both in 'ACC' and 'non-ACC' cases, may be sufficient by any reckoning. Thus, the Model Calendar of events for ACC/non-ACC cases may follow the following illustrative pattern and the DPCs may ordinarily be held accordingly:-

SUGGESTED MODEL CALENDAR FOR DPCs

EVENTS	FINANCIAL YEAR-BASED	CALENDAR YEAR-BASED
(1)	(2)	(3)
(i) Vacancy year	2000-2001	2000
(ii) Crucial date for determining eligibility	January 1, 2000	January 1, 2000
<u>ACC CASES</u> [Cases where ACC approval is required (including SAG/HAG grades/posts)]		
(A) Completion of ACRs/Integrity Certificates/Vigilance clearance/Seniority List/Penalty and Vacancy position etc and forwarding DPC proposal to the UPSC.	April – July 15, 1999	January – April 15, 1999
(B) Last date for sending complete proposal along with relevant Recruitment/Service Rules to the UPSC. (Effort should be made to send the proposal to the UPSC as soon as possible without waiting for the last date).	July 15, 1999	April 15, 1999
(C) DPC to be held	July 15, – November, 1999	April 15 – August, 1999
(D) On receipt of DPC minutes from the UPSC, post-DPC follow-up action by the administrative Ministry/Department.	December, 1999	September, 1999

EVENTS	FINANCIAL YEAR-BASED	CALENDAR YEAR-BASED
(1)	(2)	(3)
<p>(E) Approval of the ACC including communication of its approval to the administrative Ministry/Department.</p>	<p>January – March, 2000</p>	<p>October – December, 1999</p>
<p>(F) Last date for getting ready the approved select panel by the administrative Ministry/Department.</p>	<p>March 31, 2000</p>	<p>December 31, 1999</p>
<p>NOTE:-Dates/periods suggested in the Model Calendar for DPC put no bar on earlier completion of various pre/post-DPC related actions. Every effort may, as such, be made for taking speedy action in the matter without waiting for the last date or completion of the period as suggested by the Model Calendar for DPCs.</p>		
<p><u>Non-ACC CASES</u> [Other grades/posts (with/without association of the UPSC)]</p>		
<p>(A) Completion of ACRs/Integrity Certificates/Vigilance clearance/Seniority List/Penalty and Vacancy position etc and forwarding DPC proposal to the UPSC.</p>	<p>April – July, 1999</p>	<p>January – April, 1999</p>
<p>(B) Last date for sending complete proposal along with relevant Recruitment/Service Rules to the UPSC. (Effort should be made to send the proposal to the UPSC as soon as possible without waiting for the last date).</p>	<p>July 31, 1999</p>	<p>April 30, 1999</p>
<p>(C) DPC to be held</p>	<p>August, 1999 – January, 2000</p>	<p>May – October, 1999</p>
<p>(D) On receipt of DPC minutes from the UPSC, post-DPC follow-up action (including approval of the Competent Authority) by the administrative Ministry/Department.</p>	<p>February – March, 2000</p>	<p>November – December, 1999</p>
<p>(E) Last date for getting ready the approved select panel by the administrative Ministry/Department.</p>	<p>March 31, 2000</p>	<p>December 31, 1999</p>
<p>NOTE:-Dates/periods suggested in the Model Calendar for DPC put no bar on earlier completion of various pre/post-DPC related actions. Every effort may, as such, be made for taking speedy action in the matter without waiting for the last date or completion of the period as suggested by the Model Calendar for DPC.</p>		

4. As already pointed out in para-2 above, the success of the Model Calendar would depend on the Ministries/Departments furnishing the complete proposal to the UPSC with relevant ACRs, integrity certificate, copy of Recruitment/Service Rules, seniority list, penalty statement and correct vacancy position, etc. In accordance with the direction contained in Cabinet Secretary's D.O. letter No.DOPT/39022/7/97-Estt(B) dated November 19, 1997 addressed to all Secretaries to Government of India, while referring the DPC proposals to the UPSC, the Joint Secretary (Administration) of the Ministry/Department concerned would certify that the information and documents have been furnished in accordance with the check-lists prescribed by the Department of Personnel and Training vide its Office Memorandum No.22011/5/86-Estt(D) dated April 10, 1989 read with Office Memorandum No.22011/6/86-Estt(D) dated May 30, 1986.

5. In terms of the Department of Personnel and Training Office Memorandum No.22011/9/89-Estt(D) dated October 17, 1994 for preparation of select panel, Ministries/Departments may calculate the vacancies for reporting to DPC on financial year basis where ACRs are written financial year-wise and on calendar year basis where ACRs are written calendar year-wise. The items of work relating to calculation of vacancies arising on various dates in the relevant vacancy year may be completed strictly as per schedule prescribed in the suggested Model Calendar for intimation to the UPSC/DPCs.

6. If there is a need for preparing a second and subsequent panels for the same vacancy/panel year, consideration of the ACRs in such a situation may be restricted to the year upto which these were taken into account while preparing the original select panel. This would ensure application of a uniform yardstick with reference to all such select panels for the same vacancy/panel year.

7. In accordance with the existing instructions, the DPC is required to take into account the existing and clear anticipated vacancies in the concerned grade only. The chain vacancies in the higher grade are taken into account only if an appointment has already been made to the higher grade as on the date of the DPC. Unless actual appointment in the higher grade is made, even retirement vacancies in the higher grade are not taken into account as the same may arise by appointment subsequently. Since in accordance with the suggested Model Calendar being prescribed herein the panels for all the grades may be available on the first day of the vacancy year, it is expected that all

chain vacancies may become available during the same vacancy year. Accordingly, for the sake of uniform procedure, it is provided that a DPC for a grade may take into account all clear expected vacancies by retirement etc in the concerned grade as well as chain vacancies on account of retirement etc in the higher grades which can be clearly anticipated in the same vacancy year:

8. As per the Model Calendar, since the DPC would be convened in the year preceding the vacancy year, the DPC may have to consider some of the officers who are to retire in the vacancy year itself. There may be similar other eventualities. Therefore, in order to have effective panels, DPC may have to provide for an extended panel subject to the parameters prescribed vide this Department's Office Memorandum No.22011/18/87-Estt(D) dated April 9, 1996.

9. The crucial date for determining eligibility in case of financial year-based vacancy year would fall on January 1, immediately preceding such vacancy year and in case of calendar year-based vacancy year also, the first day of the vacancy year i.e. January 1 itself would be taken as the crucial date. To illustrate the point, January 1, 2000 would be the crucial date for the vacancy year 2000 (calendar year) as well as vacancy year 2000-2001 (financial year).

10. With a view to providing adequate time for circulation/general awareness of these instructions, it is considered desirable to make the aforesaid Model Calendar for DPCs operational with effect from April 1, 1999 in relation to the financial year-based vacancy year (2000-2001) commencing from April 1, 2000. In the case of calendar year-based vacancy year commencing from January 1, 2000, the Model DPC Calendar may take operational effect from January 1, 1999. In keeping with the decision noted in para-9 above to adopt, on uniform basis, January 1 as the crucial date for determining eligibility, it is provided that January 1, 2000 may be adopted as the crucial date in relation to the vacancy years commencing from January 1/April 1, 2000.

11. As for practical reasons, it may not be possible to adopt the aforesaid Model Calendar for DPC in relation to the transitory vacancy years commencing from January 1/April 1, 1999, it is considered adequate, in order to accelerate DPC-related

activities, to provide that efforts should be made by the Ministries/Departments to hold the DPC meetings and preparation of panels in advance even for these transitory vacancy years without waiting for the latest ACRs. The crucial date for determining eligibility would, however, in keeping with the decision noted in para-9, fall on January 1, 1999 in relation to these transitory vacancy years commencing from January 1/April 1, 1999.

12. All Ministries/Departments are requested to take note of the above clarifications/modifications of the existing instructions for wide circulation on priority basis and strict compliance so that the desired objectives of convening of DPC meetings/preparation of the approved select panels as per the aforesaid prescribed time-frame may be achieved.

13. Hindi version will follow.



(K.K. JHA)

DIRECTOR(Establishment)

To

All Ministries/Departments of the Government of India.

Copy to:-

- (i) Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi - 110011 with reference to their letter No.F.10/1/98-AU(C) dated August 20, 1998. - (20 copies)
- (ii) Establishment Officer's Division, Department of Personnel and Training, New Delhi - 110001
- (iii) Establishment (B) Section, Department of Personnel and Training, New Delhi - 110001 with reference to D.O. letter of the Cabinet Secretary quoted in para 4 of this Office Memorandum.
- (iv) Establishment (D) Section, Department of Personnel and Training, New Delhi - 110001 -- 550 copies.